

MS WING FLIGHT RELEASE OFFICER CHECKLIST

1 August 04

NOTE: A Flight Release Officer (FRO) is NOT a dispatcher. An FRO is expected to rely upon information provided verbally from the PIC and to use his/her best judgment considering weather, aircraft, mission, and pilot in releasing a flight.

1. Verify that the purpose of the proposed flight meets the applicable criteria set forth in CAPR 60-1. When and where available, CAP corporate aircraft should be utilized.

2. Confirm talking to Pilot In Command (PIC) for each segment of the proposed flight. The PIC **MUST** obtain the flight release (except for initial flight checks when check pilot is PIC).

3. In conjunction with the PIC, confirm the Mission Number (if any) and determine the appropriate Flight Mission Symbol for the proposed flight IAW CAPR 60-1, atch 10. Verify that for flights under mission symbols A6, B12 (note Profile Number), & B17 (F5 & F91 evals) that the PIC has been AF preapproved IAW current guidance.

4. PIC certify eligibility of other crew members and proposed passengers:

- CAP personnel are current members, carrying current membership cards, and wearing an appropriate CAP uniform.

- NonCAP personnel meet the applicable criteria set forth in CAPR 60-1, paragraph 2-6. Remind PIC that a CAPF 9 must be completed prior to flight (leave copy of CAPF 9 at airport of departure).

5. Verify that the PIC has a valid FAA Pilot Certificate and current FAA Medical Certificate in their possession (medical certificate not required for gliders or balloons).

6. Verify that the PIC is qualified to pilot the type aircraft being used (current CAPF 5) and to perform the type mission proposed (current Mission Pilot, designated COP, designated CD, etc).

7. Verify that the PIC is current IAW CAPR 60-1 and FAR 61.57:

- a. for carrying other persons (3 T/O & landings within last 90 days).
- b. for the flight conditions to be encountered (Instrument: 6 IAP, holding, course intercept & track within last 6 months) (Night: 3 T/O & FS landings within last 90 days).
- c. flew one or more hours in the previous calendar month (SER requirement).

8. Verify that the PIC had sufficient Crew Rest (10 hours) to fly and/or has sufficient Crew Day (14 hours) to complete the mission (CAPR 60-1, paragraph 2-15).

9. Verify an FAA flight plan has/will be filed prior to cross-country flights of more than 50 NM distance except for those flights where a CAPF 104 or CAPF 84 is required.

10. Remind the PIC to review the "I'M SAFE" card as mentioned in the Aeronautical Information Manual, Chapter 8, Medical Facts for pilots.

11. Before the flight, complete applicable portions of CAPF 99.

12. After the flight, record total flight hours as reported by the PIC on the CAPF 99.